

15 December 1947

MEMORANDUM TO ADMINISTRATIVE ASSISTANT:

25X1A9a [REDACTED] requested Friday that we include a justification
25X1A6a with each request for promotion in field offices except at
Washington and [REDACTED] where desk audit is convenient.
Attitude of Personnel Branch is that job description may have
been for merely projected positions, and they would like written
assurance that the employee has been actually performing competently
the duties described.

25X1A9a Justifications should include a statement of length of service
and efficiency in the proposed position, with explanation of any
discrepancy between actual and described duties. If we have job
descriptions submitted by the employees themselves which were
not turned over to [REDACTED] they might be attached. Justification
should also indicate fulfillment of other requirements outlined
in administrative instruction no. 20-16.

25X1A7b Please prepare these justifications for all current promotion
25X1A7a requests at [REDACTED] and [REDACTED] as well as
for such actions requested in the future.

25X1A9a
FOIAb3b1

[REDACTED]
Acting Chief, [REDACTED]

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